



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2011-22

Issuing Office: CECW-CE

Issued: 29 Sep 2011

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Subject: Sustainable Design and Development (SDD) Registration and Certification

Applicability: Directive

1. The purpose of this ECB is to announce confirm requirements to register every Army project with the U.S. Green Building Council (USGBC), provide guidance for certification by USGBC and provide procedures for collecting certification information. The ECB has been coordinated with HQ MP PID, HQ counsel, and the OACSIM.

2. Registration:

a. Effective immediately all projects for FY09 and beyond that meet the minimum USGBC requirements and require achievement of Silver level of Leadership in Energy and Environmental Design (LEED) shall be registered with USGBC. Registration of the project with USGBC allows use of 'LEED-Online' and 'LEED Letter Templates' to document and track project progress towards achieving Army SDD goals. It will also offer the additional advantage of USGBC support in credit interpretation and rulings. All projects FY13 and beyond that meet the minimum USGBC requirements require registration and certification.

b. To facilitate roll up of data by HQUSACE and others, USGBC project registrations for all Army projects shall indicate "U.S. Army Corps of Engineers" as the "Organization Name" in the "Project Owner Information" area of the registration form. The "Project Title" in the "General Project Information" area must be the same as it is shown in P2, e.g., the project number, name and year. The PDT LEED-AP (Accredited Professional) and the SDD POC from the associated Division shall be 'Project Team Members' with 'Project Team Manager' roles in LEED Online. The geographic district Project Manager shall be the Owner's Representative during design and construction. That designation shall be changed immediately before certification to the Department of Public Works Director for use during building operations.

c. As a USGBC member, USACE registration fee is \$900.00 (at the time of this policy). USGBC membership number can be obtained by contacting any of the persons listed in this ECB. If USACE registers the project, prior to award of construction contract, appropriate Program Planning and Design (P&D) funds will be used. If the contractor registers the project after award of construction contract, the cost will be an allowable cost under the construction contract and the project funds will be used.

d. For further details on USGBC project registration and to register a project see:
<http://www.usgbc.org>.

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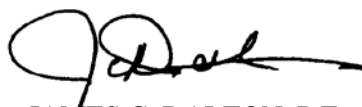
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3. Management: Project will be managed using 'LEED letter templates' and 'LEED-Online'. PDT LEED-AP will monitor adequacy and compliance. Division SDD POC will perform QA and provide information to HQ as requested. For an introduction to LEED-Online and Sample Templates go to: <http://www.usgbc.org>. To access LEED Online go to: <https://leedonline.usgbc.org/>

4. Certification: Recently passed Energy Independence and Security Act (EISA) require 5% of projects to be certified by an independent third party. For FY12 each MSC SDD POC shall submit a proposed list of 5% of their program for certification along with a list of their entire program to HQ USACE (Paula Loomis and Lyndsey Pruitt) by 15 May 11. The list will be reviewed and a final list will be issued by 01 Sep 11. All projects on that list shall be formally certified. Any project may be formally certified at any time during project execution or after completion. For further information on certification see: <http://www.usgbc.org>. For FY13 projects and beyond the MSC SDD POC shall submit a list of their entire program to HQ USACE (Paula Loomis and Lyndsey Pruitt) by 15 May of the prior year. When a building is certified send an email with the project name, project number, installation and level of certification to HQ USACE (Paula Loomis, Lyndsey Pruitt and Amber Gray).

5. SDD Validation Teams: HQUSACE periodically visits projects to validate compliance with LEED criteria and other federal mandates. A proposed list of the projects to be visited in the next fiscal year will be issued by 01 Jul of each current fiscal year to MSC SDD POCs. If MSC SDD POCs would like to substitute projects they should send HQ USACE data on the substitution projects (project title, project number, installation and reason for substitution) by 01 Aug of the current fiscal year. The final list will be issued by 01 Sep current fiscal year for the next fiscal year.

6. HQUSACE POC are Ms. Paula J. Loomis, CECW-CE, 202-761-7526, paula.j.loomis@usace.army.mil and Ms Lyndsey Pruitt, 202-761-8900, Lyndsey.n.d.pruitt@usace.army.mil. Each MSC and geographic district is required to have an SDD POC. MSC and District POCs may be found on the TEN website under Sustainability. Technical assistance, on reimbursable basis except for consultation, can be provided by Mr. Richard L. Schneider, 217-373-6752, and Ms. Annette L. Stumpf, 217-373-4492, CERL, and by Ms. Judith F. Milton, Savannah District, 912-652-5441.



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